

COLLEGE GOVERNANCE AND POLICY DEVELOPMENT

A. POLICY DEVELOPMENT

The Board of Visitors desires that any citizen, group of citizens, employee, or group of employees have the opportunity to initiate recommendations for policy changes, additions, and/or deletions to the Board of Visitors.

The University Of Arkansas Board Of Trustees is the final legal authority for developing and implementing college policy. The college Chancellor is the final responsible official for implementation of college policies and holds the overall responsibility for the operations of the college.

College administration shares the process of college policy development through a system of shared governance ensuring full discussion of current and pending college policies. The Chancellor considers recommendations and allows the opportunity for full discussion on policy revisions, new policy development, and/or policy deletions prior to requesting recommendations from the Board.

B. COLLEGE GOVERNANCE

The college governance system shall involve all classifications of employees.

Each group shall review college policies and have an opportunity to discuss the policy, its implementation and, through proper administrative channels, initiate recommendations for new policies, modify current policies, or request the deletion of a current policy or policies.

Policy recommendations shall have an opportunity for discussion throughout the college, especially by those affected by the policy.

The college governance system shall consist of:

1. The State Legislature and Governor
2. The Arkansas Higher Education Coordinating Board
3. The University of Arkansas Board of Trustees
4. The UA Cossatot Board of Visitors
5. Permanent and temporary committees and study groups as determined by the Chancellor to ensure shared governance, legal compliance, and to provide broad participation and representation in the affairs of the college. Shared governance is the process

whereby campus constituencies provide input into college policy and procedure. Shared governance is exercised through committees that serve purposes 1) shared governance committees perform their assigned subject matter duties, 2) shared governance committees serve as the vehicle for creation and review of policies or campus procedures. Shared governance committees provide the opportunity for participation in college governance to propose change or additions to policies and procedures not established by federal or state law or UA System policy. Anything governed by an outside entity does not move through the shared governance process. Shared governance does not take away the authority vested by the Board of Visitors and Board or Trustees.

HLC Criterion: 2C.5; 5A.1

Policy History:

November 5, 2018
July 7, 2014
January 2, 2011
December 5, 2005
September 24, 2001

COLLEGE GOVERNANCE

Name	Mission	Tasks	Members
<p>Chancellors Cabinet <i>(non evaluated)</i></p>	<p>The mission of the Chancellors Cabinet is to direct and lead the initiatives of the college to ensure the college is in line with the vision and mission of the institution.</p>	<p>The Chancellor’s Cabinet, comprised of individuals who work directly with the Chancellor to carry out the mission and strategic plan of the College, meets the first and third Monday of each month to serve as advisors on matters pertaining to:</p> <ul style="list-style-type: none"> • Strategic plan development, implementation, monitoring, and evaluation • Reviewing and recommending the approval or revision of college policies and procedures • Annual review of all policies and procedures each summer • Budgeting • Regulatory Compliance <p>The Chancellor sets the Cabinet meeting agenda with input from the members.</p>	<ul style="list-style-type: none"> • Chancellor • Assistant to Chancellor • Vice Chancellor of Finance • Vice Chancellor of Facilities • Vice Chancellor of Academics • Director of Little River Campus • Director of Institutional Advancement • Director of Workforce • Director of HR • Director of RAMP • Director of IS
<p>Academic Council <i>(non evaluated)</i></p>	<p>The mission of the academic council is to address academic and student service areas. The council also serves to ensure academic quality and initiatives are in line with the vision and mission of UA-Cossatot</p>	<ul style="list-style-type: none"> • Share academic information • Review and approve curriculum changes • Review student and academic policies and procedures • Create course schedules • Revise catalogs each academic year 	<ul style="list-style-type: none"> • VC Academics • Division Chairs • Director of Student Services • Director of Financial Aid • Director of High School Programs • Director of Distance Ed • Director of ERC • Registrar

			<ul style="list-style-type: none"> • Director of Assessment and Research
<p>Faculty Council <i>(non evaluated)</i></p>	<p>The mission of the faculty council is to serve as the official voice for faculty in academic and institutional issues. Responsible for providing faculty input on matters involving institutional, academic, student, and faculty affairs, which may include professional and instructional matters/development, curriculum, awarding of credit, admissions, academic probation, student attendance.</p>	<ul style="list-style-type: none"> • To foster a community of mutual respect and cooperation within the College, facilitate effective faculty participation in shared governance of the college, broaden communication, engage faculty's skills and knowledge in the guidance of the college's future, and consider/make recommendations 	<ul style="list-style-type: none"> • Selected by the CAO for a two-year term. The Chair will be voted on by all faculty. • Chair receives a waiver from serving on an evaluated committee and is evaluated on faculty council work.
<p>Strategic Planning Team <i>(non evaluated)</i></p>	<p>Led by the Chancellor, the mission of the Strategic Planning Team is to develop, plan, and coordinate broad discussions centered around the long-term needs of the college focusing on identifying institutional vision, values, and goals</p>	<ul style="list-style-type: none"> • Conduct SWOT analysis of the college, internal and external. • Review procedures and processes, the use of institutional resources, identification of funding needs and allocations, facility usage, academic and non-academic program changes • Coordinate and lead development of strategic plan. 	<ul style="list-style-type: none"> • Selected by the Chancellor and VC Academics every 5 years. • Faculty, administration, staff, and student members will be selected.
<p>Accreditation Council (Evaluated)</p>	<p>The mission of the accreditation council is to oversee and coordinate quality improvement and accreditation initiatives.</p>	<ul style="list-style-type: none"> • Serve as leaders of accreditation and compliance with HLC guidelines • Attend HLC conferences as needed 	<ul style="list-style-type: none"> • Ex officio/liaison: VC Academics • A team of 7 individuals are selected by the CAO. These 7 individuals are allowed to assemble their own teams to achieve efforts. • Members do not have to serve on another college committee • The core members should always include: <ul style="list-style-type: none"> ○ Director of Student Services ○ Division Chair of General Ed. ○ Director of Assessment and Research

			<ul style="list-style-type: none"> ○ At least 1 faculty member
Assessment Council (Evaluated)	<p>The mission of the Assessment Council is to provide a systematic approach to collecting, interpreting, and providing feedback for learning and program outcomes along with co-curricular outcomes in order to support the institution's mission and purpose.</p>	<ul style="list-style-type: none"> • Coordinate and lead assessment efforts across the college 	<ul style="list-style-type: none"> • Members are selected by the Vice Chancellor of Academics and include the Director of Assessment and Research along with representatives across all academic units
Title IX Team <i>(non evaluated)</i>	<p>The mission of the Title 9 team is to ensure all parties are treated fairly and have a safe environment on UA-Cossatot property.</p>	<ul style="list-style-type: none"> • Obtain information related to Title 9 complaints • Ensure Title 9 complaints are properly researched and addressed 	<ul style="list-style-type: none"> • Director of Student Services • Director of Human Resources • 3 deputies—one selected from each campus
Student Accounts Appeals Team <i>(non evaluated)</i>	<p>The mission of the Student Accounts Appeals team is to review student appeals regarding statements/bills.</p>	<ul style="list-style-type: none"> • Review appeal applications 	<ul style="list-style-type: none"> • Vice Chancellor of Finance, Chair • 5 members appointed by VC-Finance
OER Board <i>(non evaluated)</i>	<p>The mission statement of the OER board is to reduce the expense of educational resources for students, while maintaining high academic quality within coursework and to increase faculty participation in a learning environment that encourages innovative global sharing of knowledge</p>	<ul style="list-style-type: none"> • Maintain OER application process • Conduct planning sessions with faculty concerning OER processes and needs • Review OER materials and course design 	<ul style="list-style-type: none"> • Director of ERC, Chair • Members appointed by Chancellor
Enrollment Management, Retention, Student Holistic Advising Team (evaluated)	<p>To continually assess enrollment data and manage initiatives that lead to optimum recruitment, retention, and completion. Develop methods to ensure advisors have the tools they need to do the job effectively and efficiently as possible and to advise our students to the best of our ability.</p>	<ul style="list-style-type: none"> • Creation and management of enrollment management plan • Provide direction and support for campus-wide retention efforts • Assess and analyze retention data • Make recommendations regarding procedural changes relating to enrollment/retention as needed • Coordinate advising training • Review advising practices • Research new and effective practices of advising 	<ul style="list-style-type: none"> • Director of Student Services, Leader • Director of Assessment and Research • Other members selected by CAO
Distance Education Committee	<p>The mission of the Distance Learning Committee is to instill and ensure excellence in</p>	<ul style="list-style-type: none"> • Develop and maintain Distance Learning programs that uphold the 	<ul style="list-style-type: none"> • At least one member from DISS

(evaluated)	alternative methods of instruction at UAC. This Committee strives to provide a standard of excellence to foster the intellectual and personal development of students learning from various locations. Implementation of new technologies embraced by the student body will foster a learning environment that is both engaging for the student and instructor and the committee with further ensure that training is provided in these technologies for all instructors and remain open to student evaluation of our services.	<p>quality and academic rigor of traditional classes at UAC.</p> <ul style="list-style-type: none"> • Notify the administration, faculty, and staff of changes in technologies affecting Distance Learning. • Mentor instructors in the best practices for maintaining course integrity and quality in the Distance Learning environment. • Maintain awareness of new technologies in Distance Learning and recommend implementation of and training for those innovations as budget allows. • Ensure that all instructors are competent in the use of technologies involved in Distance Learning. • Evaluate student response to Distance Learning programs and implement needed changes based on those responses 	<ul style="list-style-type: none"> • All faculty are welcome members, but must maintain at least 8 standing faculty members
Disaster Preparedness Committee (evaluated)	The mission of the disaster preparedness committee is to ensure plans and processes are in place for a safe environment for all visiting UAC campuses	<ul style="list-style-type: none"> • Develop and implement disaster preparedness plans and processes • Plan disaster drills 	<ul style="list-style-type: none"> • Ex officio: VC of Facilities • All Campus Police • 2 external members
Employee Safety and Wellness Committee (evaluated)	The mission of the Employee Safety and Wellness Committee is to research and coordinate health and wellness initiatives for all employees	<ul style="list-style-type: none"> • Create employee wellness initiatives • Recommend safety concerns 	<ul style="list-style-type: none"> • Ex officio: VC of Facilities •
Facilities Planning Committee (evaluated)	The mission of the Facilities Planning Committee is to ensure a master facility plan is in place	The group meets annually to develop and review facility planning. The group meets throughout the year as needed to accomplish the goals and tasks of the committee.	<ul style="list-style-type: none"> • Ex officio: VC Facilities • Maintenance Director • Building and Grounds Director • At least 3 people from each campus, but not more than 4
Scholarship Committee (evaluated)	The mission of the Scholarship committee is to review and ensure scholarships are properly awarded through an unbiased process	Review and score all scholarship applicants annually	<ul style="list-style-type: none"> • Appointment from the Foundation Director and Vice Chancellor of Academics

<p>Valuing Employees Committee (evaluated)</p>	<p>The mission of the Valuing Employees Committee is to ensure all Cossatot employees feel valued on a continuous basis. Cossatot strives to recognize those within our team for personal and professional achievements and milestones.</p>	<ul style="list-style-type: none"> • Milestone plaques/recognizing birthdays • Employee bereavement/retirement/ baby/ wedding receptions • Recognizing outstanding employee achievements 	<ul style="list-style-type: none"> • Members from all campuses are vital with <i>at least 3 from each campus</i> • A chair will be elected
<p>Event Coordination Committee (evaluated)</p>	<p>The mission of the Event Coordination Committee is to ensure all campuses are represented in event planning and events. Rather than volunteers or positions being the sole planners of events, this committee will strive to assist in event planning and coordination to ensure well-planned and effective events.</p>	<ul style="list-style-type: none"> • Plan and coordinate campus Thanksgivings • Plan and coordinate Christmas party • Assist in planning any special campus events as needed • Assist in planning in-service as requested • Assist in planning graduation as requested 	<ul style="list-style-type: none"> • Members from all campuses are vital with <i>at least 5 from each campus</i> • A chair will be elected and the committee will then coordinate what members will plan which events.

Evaluated committees follow the below evaluation process:

- During the evaluation process the Vice Chancellor for Academics will email a list of committee members to each committee chair to gather participation efforts for all members.
- All employees are required to serve on one evaluated committee. A committee self-evaluation will be included in all employees annual evaluation packet.
- All committee members will evaluate the committee chair by survey.
- Each committee chair will evaluate their committee as a whole by survey.

Procedure History:

August 26, 2019
April 1, 2019
October 2018

COMMITTEE CHAIR EVALUATION OF COMMITTEE AS A WHOLE

Committee: DROP DOWN

- Financial Aid Appeals
- Accreditation Council
- Faculty Council
- Holistic Advising/Retention Team
- Scholarship
- Assessment Council
- Curriculum
- Valuing Employees
- Disaster Preparedness
- Distance Education
- Employee Safety and Wellness
- Event Coordination
- Facilities Planning

1. Committee meetings are held regularly and with appropriate frequency.

YES NO

2. Committee members receive meeting agenda and materials in advance of meetings to allow for appropriate review and preparation

YES NO

3. Members come to meetings prepared and ready to contribute.
YES NO
4. Attendance at meeting is consistent and members arrive on time
YES NO
5. The Chair has a strategic vision for the committee
YES NO
6. Membership contains an appropriate range of expertise to make it an effective committee?
YES NO
7. As a chair, you receive adequate information from related groups at the right time to allow the committee to make informed decisions
YES NO

8. What information or support do you feel you need to be a more productive committee?

9. What areas should the committee focus on in the future?

OTHER COMMENTS (regarding any of the above questions or anything additional)

Procedure History:

August 26, 2019

COMMITTEE CHAIR EVALUATION BY EACH COMMITTEE MEMBER

Committee: DROP DOWN

- Financial Aid Appeals
- Accreditation Council
- Faculty Council
- Holistic Advising/Retention Team
- Scholarship
- Assessment Council
- Curriculum
- Valuing Employees
- Disaster Preparedness
- Distance Education
- Employee Safety and Wellness
- Event Coordination
- Facilities Planning

1. Committee meetings are held regularly and with appropriate frequency.

YES NO

2. Committee members receive meeting agenda and materials in advance of meetings to allow for appropriate review and preparation

YES NO

3. The Chair has a strategic vision for the committee

YES NO

- 4. The Chair deals with conflicts among members fairly
YES NO

- 5. The chair articulates the mission and purpose of the committee
YES NO

- 6. Committee tasks are distributed adequately and evenly across the committee
YES NO

- 7. The Chair follows through on commitments they have made regarding the committee and committee tasks.
YES NO

OTHER COMMENTS (regarding any of the above questions or anything additional)

Procedure History:

August 26, 2019
